

CHAPTER 2
EXAMINATIONS AND LICENSING
[Prior to 3/9/88, see Landscape Architectural Examiners Board[540] Ch 2]

193D—2.1(544B,17A) Definitions. As used in these rules, the following definitions of words and terms shall apply:

“*CLARB*” means the Council of Landscape Architectural Registration Boards.

“*Evidence*” means any document or record of any kind of drawings, specifications, photographs, diplomas, registrar’s statements, published data and certified personal statements as may be required as a part of any action on the part of the board. Each item of evidence shall be clearly marked to ensure positive and certain identification. It shall be the entire responsibility of the applicant to satisfy the board as to the sufficiency of the record and the evidence.

“*Years of practical experience*” means, for each year of practical experience the applicant has worked performing landscape architectural services, a minimum of 2,080 hours per year.

193D—2.2(544B,17A) Application. An application to take the written examination shall be submitted on the form provided by the board and must be received in the board office no later than the last day of March for the June examination and the last day of September for the December examination. Candidates who successfully complete the examination may make application for certificate of licensure after meeting the requirements of Iowa Code section 544B.9.

2.2(1) The “practice of landscape architecture” means the performance of professional services such as consultations, investigations, reconnaissance, research, planning, design, or responsible supervision in connection with projects involving the arrangement of land and the elements thereon for public and private use and enjoyment, including the alignment of roadways and the location of buildings, service areas, parking areas, walkways, steps, ramps, pools and other structures, and the grading of the land, surface and subsoil drainage, erosion control, planting, reforestation, and the preservation of the natural landscape and aesthetic values, in accordance with accepted professional standards of public health, welfare and safety. This practice shall include the location and arrangement of such tangible objects and features as are incidental and necessary to the purposes outlined in this chapter but shall not include the design of structures or facilities with separate and self-contained purposes for habitation or industry, or the design of public streets and highways, utilities, storm and sanitary sewers, and sewage treatment facilities, such as are ordinarily included in the practice of engineering or architecture; and shall not include the making of land surveys or final land plats for official approval or recording. Nothing contained in this chapter shall be construed as authorizing a professional landscape architect to engage in the practice of architecture, engineering, or land surveying.

2.2(2) Each applicant shall submit with the formal application for a certificate of licensure evidence of the years of practical experience.

193D—2.3(544B,17A) Procedure for processing applications. Each application shall be considered individually by the board. A personal appearance before the board, if required, shall be at the time and place designated by the board. Failure to supply additional evidence or information within 30 days from the date of the written request from the board, or failure to appear before the board when an appearance is requested, may be considered cause for disapproval of the application. Unless otherwise provided by law, a request for a rehearing before the board shall be filed with the board in accordance with 193 IAC 7.39(543,272C). A judicial review can be filed in accordance with Iowa Code section 17A.19.

193D—2.4(544B,17A) Examination of applicants. Examinations shall be conducted by the board at least once annually. Applicants need not meet preconditions to take the professional landscape architectural licensure examination, but applicants must meet requirements of Iowa Code section 544B.9 for registration.

193D—2.5(544B,17A) Written examination. The written examination shall consist of the professional landscape architectural licensure examination published by CLARB and may include supplementary questions developed by the board.

2.5(1) Instructions. A copy of examination instructions and notice of the date and location of the examination will be furnished to each applicant at least 30 days in advance of the examination. The examination is divided into several sections. An applicant may sit for any or all of the sections at a single sitting. Sections which are passed are not required to be repeated. An applicant who intends to sit for any sections not previously passed must file an application for reexamination with the proper fee(s) on a form provided by the board which must be received in the board office no later than the last day of March for the June examination and the last day of September for the December examination.

2.5(2) Grades. The board shall notify the examinee of the examination grade.

2.5(3) Examinations review process. Candidates may review their own graded examinations using the following procedures:

a. Within a maximum of 30 days from the date of the notification of failure, a written request by the candidate may be filed with the Iowa landscape architectural examining board to include:

- (1) Candidate number or name.
- (2) Date of examination.
- (3) Examination section requested to be reviewed.

b. The review time for each failed section may be limited by the board.

c. A board member or staff person must be present to observe and to provide assistance to the candidate.

d. There shall be no copying or tracing allowed; however, a candidate may take notes.

e. A candidate shall be allowed to review all of the candidate's examination, including evaluation guides and evaluators' score sheets.

f. The candidate shall sign a statement stating the terms of the review procedure.

193D—2.6(544B,17A) Exemption from written examination. The board may exempt from written examination an applicant who meets one of the following criteria:

1. The applicant holds a current CLARB certificate; or
2. The applicant holds a license to practice landscape architecture issued upon written examination by another jurisdiction, and has submitted a certificate from the jurisdiction of original licensure verifying that the applicant passed the examination in that jurisdiction.

193D—2.7(544B,17A) Certificate of licensure. Applicants will be notified by the board of their eligibility or ineligibility.

2.7(1) Payment. Upon payment of the license fee, the board will issue the certificate of licensure to an eligible professional landscape architect.

2.7(2) License number. The certificate will indicate the license number of the landscape architect which must appear on the professional landscape architect's seal and on all works signed by the professional landscape architect.

2.7(3) Certificate. Only one certificate of licensure shall be issued to a professional landscape architect. The certificate shall be displayed in a conspicuous place at the place of employment.

193D—2.8(544B,17A) Biennial renewal of license. Original licenses expire June 30 following the date of issuance. Thereafter, the license period is for two years ending June 30. An application to renew a license may be obtained from the board or on the board's Web site at www.state.ia.us/lsearch. While the board generally mails renewal applications preceding license expiration, neither the board's failure to mail an application nor a licensee's failure to receive an application shall excuse the requirement to timely renew and pay the renewal fee.

2.8(1) A completed renewal application, renewal fee and continuing education report are due in the board office by June 30. The license shall be renewed without further penalty if the renewal application, renewal fee and continuing education affidavit are received by July 30. If the renewal application, renewal fee and continuing education affidavit are not received by July 30, the license shall lapse.

2.8(2) Licensees shall notify the board within 30 days of any change of address or business connection.

193D—2.9(544B,17A) Reinstatement of license. An application for the reinstatement of a lapsed certificate of licensure shall include a description of the professional activities of the applicant during the period of nonlicensure. All of the following must be supplied prior to reinstatement: the current renewal fee, a \$100 penalty, and continuing education required by the board.

193D—2.10(544B,17A) Fee schedule. The appropriate examination fee or examination exemption filing fee shall accompany the application. Filing fees are not refundable.

Examination fee	not to exceed \$1000
Initial examination filing fee	\$50
Proctoring fee	\$50
Examination exemption fee	\$300
Certificate of registration fee	\$50
(This certificate is to be effective to the June 30 which is at least 12 months beyond the date of application.)	
Wall certificate replacement fee	\$25
Certificate of license fee	\$15/month
(This certificate of license is to be effective the day of board action until June 30.)	
Biennial registration fee	\$350

These rules are intended to implement Iowa Code chapter 17A and 544B.

[Filed 2/2/76, Notice 12/29/75—published 2/9/76, effective 2/2/76]

[Filed emergency 5/18/76—published 5/31/76, effective 5/18/76]

[Filed emergency 5/25/77, Notice 4/20/77—published 6/15/77, effective 5/25/77]

[Filed 7/20/77, Notice 5/4/77—published 8/10/77, effective 9/14/77]

[Filed emergency 4/14/78—published 5/3/78, effective 4/14/78]

[Filed 3/13/80, Notice 2/6/80—published 4/2/80, effective 5/7/80]

[Filed emergency 4/30/80—published 5/28/80, effective 5/1/80]

[Filed 3/29/82, Notice 1/20/82—published 4/14/82, effective 5/19/82]

[Filed 12/2/83, Notice 10/26/83—published 12/21/83, effective 1/25/84]

[Filed 2/18/88, Notice 12/16/87—published 3/9/88, effective 4/13/88]

[Filed without Notice 2/18/88—published 3/9/88, effective 4/13/88]

[Filed 8/1/91, Notice 5/15/91—published 8/21/91, effective 9/25/91]

[Filed 12/30/92, Notice 10/28/92—published 1/20/93, effective 2/24/93]

[Filed 11/19/93, Notice 5/12/93—published 12/8/93, effective 1/12/94]

[Filed 10/20/94, Notice 5/11/94—published 11/9/94, effective 12/14/94]

[Filed 10/16/95, Notice 8/2/95—published 11/8/95, effective 12/13/95]

[Filed 4/5/96, Notice 1/3/96—published 4/24/96, effective 5/29/96]
[Filed 12/19/01, Notice 11/14/01—published 1/9/02, effective 2/13/02]
[Filed 7/24/03, Notice 5/14/03—published 8/20/03, effective 9/24/03]
[Filed 3/16/04, Notice 1/21/04—published 4/14/04, effective 5/19/04]